



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FT MONROE**  
**102 MCNAIR DRIVE**  
**FORT MONROE VIRGINIA 23651-1047**

REPLY TO  
ATTENTION OF

IMNE-MNR-PLO


09 MAY 2007

MEMORANDUM FOR Personnel Concerned

SUBJECT: Fort Monroe Adverse Weather Emergency Procedures

1. The geographical location of Fort Monroe makes it subject to severe weather phenomena throughout the year. Hurricanes, tornadoes, and other forms of severe weather may endanger life, destroy property and cause disruption of normal operations.
2. The hurricane season officially starts in June and ends in November each year. All personnel should begin preparation each year by reading the enclosed Hurricane checklist, obtaining the recommended supplies and preparing to execute the procedures outlined.
3. Assistance or clarification on any of the information provided above can be obtained by calling the Installation Operations Center at 788-6304.

Encl

  
JASON T. EVANS  
Colonel, Adjutant General  
Commanding

## **Fort Monroe Adverse Weather Emergency Procedures**

The hurricane season in Virginia begins in June and ends in November.

The 2006 Atlantic hurricane season was not as active as forecasters predicted with 9 tropical storms and 5 hurricanes. During the 2006 hurricane season, Fort Monroe experienced flooding, wind damage and power outages from Tropical Depression Ernesto and two coastal Nor'easter storms.

Although the actual storms for the 2006 Atlantic hurricane season fell short of predicted levels, we should plan ahead and be prepared for an active 2007 hurricane season. Forecasters project an above-average Atlantic basin tropical cyclone season and above-average probability of United States major hurricane landfalls in 2007.

The Fort Monroe Installation Operations Center, (IOC) monitors weather and coordinates with local military installations; TRADOC, IMCOM-NE, Fort Lee, Fort Eustis, Langley AFB and civilian Emergency Operations Centers in the City of Hampton and surrounding communities.

When a hurricane or adverse weather is projected to impact our area, the IOC will notify the Garrison Commander and adverse weather plans will be initiated.

The Garrison Commander with the concurrence of the Senior Mission Commander will determine if an evacuation of Fort Monroe will be ordered.

Hurricane Isabel was only a Category I storm on the Saffir-Simpson scale but when it made landfall, it produced considerable flooding and wind damage to homes and buildings on Fort Monroe.



- The Fort Monroe website contains a link to Adverse Weather Emergency Procedures and displays post status.  
<http://monroeapps.monroe.army.mil/monroe/sites/local/>
- The Public Affairs Office provides installation status information to local news media.
- The Fort Monroe Information Line 788-6318 provides post status and instructions.
- The Fort Monroe Command Channel (47) provides post status and information.
- The Fort Monroe Mass Notification System (The Communicator) provides telephonic and e-mail notifications to command and tenant organizations.



- The Town Hall meetings, Big Voice and the Marquee at the front gate provide post information for employees and residents.

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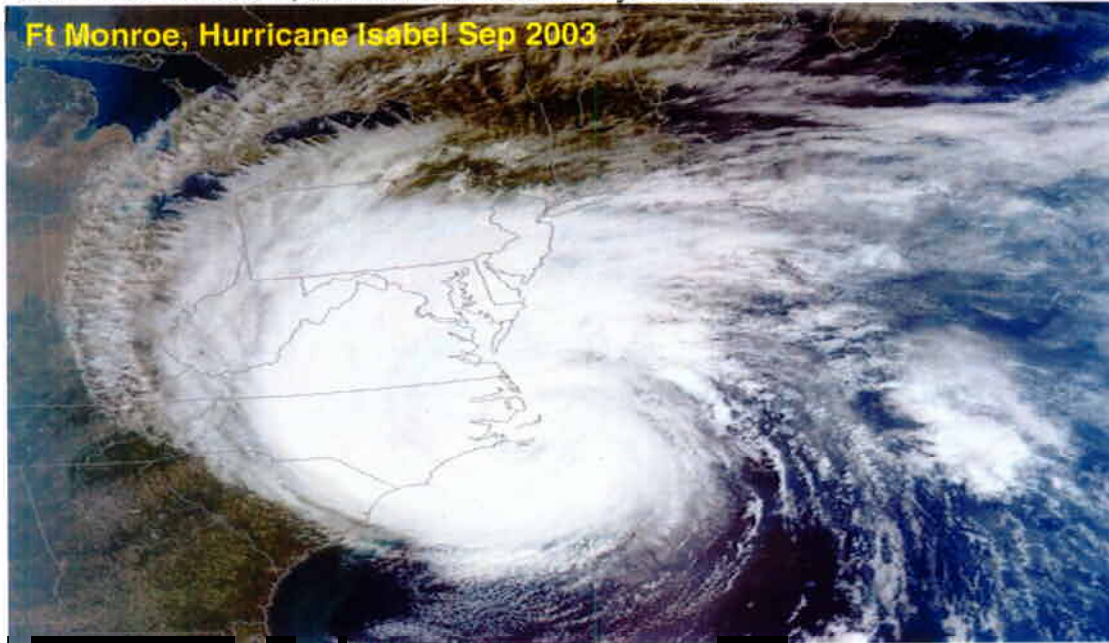
All personnel should begin preparation each year by reading the enclosed hurricane checklist, obtaining the recommended supplies and preparing to execute the procedures outlined.

Assistance or clarification on any of the information provided can be obtained by calling the Installation Operations Center at 788-6304.

### **Hurricane Weather Checklist**

Remember that electrical, telephone and water service failures are the norm rather than the exception during hurricanes. Have your emergency equipment and supplies ready and available. At night, keep a flashlight close by you at all times.

DO NOT PANIC. The possibility of injury is remote if you have made thorough preparations. Remember to stay calm, stay inside your quarters, or shelter if you have been evacuated to one, and maintain control of your children.



### **BEFORE THE STORM**

Recommended emergency supplies on hand:

- ☐ Transistor (battery operated) radio with extra batteries.
- ☐ Flashlights with extra batteries (Use flashlights; "DO NOT USE CANDLES OR KEROSENE LANTERNS").
- ☐ Bottled water and canned goods that can be prepared without cooking and needing no refrigeration (minimum 3-day supply).
- ☐ First aid kit, special medicines and prescription or over-the-counter drugs.
- ☐ Rubber or leather gloves.

### **SECURITY AND PREPARATION MEASURES**

- ☐ Be prepared to lock and secure your quarters.
- ☐ Fort Monroe is a flood zone. If you have anything you value stored in the basement, move it to a higher elevation in the house. Your basement will flood, the question is when.

- ☐ Secure your valuables and important papers and be prepared to take them with you (wrap or place in waterproof container or plastic zip lock freezer bags).
- ☐ Secure materials around your quarters which may become flying missiles (i.e., signs, mailboxes, trashcans, lawn furniture, storage/utility buildings, etc.).
- ☐ Secure windows, screens and shutters.
- ☐ Fill the family car fuel tank with gasoline.
- ☐ Pick up plastic, tape and sand bags for your quarters from fenced area behind bldg. 57. POC is the Installation Operations Center, 788-6304.
- ☐ Contact the MP Desk at 788-2238/2239 or the Fire Dept at (757) 788-2287/2288 for assistance in an emergency situation.
- ☐ Unless notified to evacuate, remain in your quarters. Stay indoors (downstairs bathroom or small interior room if possible during storm), keep your children with you. Stay away from windows and stay tuned to local radio/TV when sheltering. You may be told to evacuate in the event that severe flooding is forecast.
- ☐ Use extreme caution when opening doors and windows.
- ☐ Extinguish all open flames.
- ☐ Do not handle electrical equipment when damp or wet. Do not attempt to secure down power lines.
- ☐ If able, notify Dominion Virginia Power at 1-888-667-3000. Notify the MP Desk at 788-2238/2239 or the Fire Department at 788-2287/2288.





## **ON ORDER, BE PREPARED TO EVACUATE YOUR QUARTERS**

Prepare for possible off post evacuation, out of the local area 90-150 miles inland. Unless otherwise notified, you should remain in your quarters and take all necessary steps to safeguard life and protect property.

Personnel and Families may be directed by the Garrison Commander to evacuate out of the local area or to shelters at Fort Lee, VA, at which time you will be instructed to secure your quarters or homes and evacuate. If ordered to evacuate, you will evacuate.

Personnel leaving the Fort Monroe area and traveling inland, should travel west on Interstate 64 towards Richmond. If you are traveling to Fort Lee, you can take bypass 295 south, at Richmond, toward Hopewell and exit at the Fort Lee exit.

Travel with care, leave early (72-48 hours prior to impact), and follow recommended routes. Stay away from low-lying areas. Avoid obstructions, wires, trees, etc.

Be wary of driving in shallow water. Light reflection may cause depth of the water to be deceiving, and a relatively light current will sweep your vehicle away.

Families or individuals unable to evacuate will call the Military Police, 788-2238/2239.

If evacuating to Fort Lee, personal luggage is restricted to one suitcase per family. Arrangement for pets must be made if evacuating quarters (see kennels and boarding at Fort Lee).

**NOTE: PETS ARE NOT ALLOWED IN THE SHELTERS AT FORT LEE, (OR MOST PUBLIC SHELTERS), HOWEVER THEY MUST EVACUATE WITH YOU.**

**See the attached listing of boarding facilities in the Fort Lee local area.** *“This listing is being provided for informational purposes only. No endorsement is stated or implied.”*



**SUGGESTED ITEMS TO BRING WITH YOU** (print and use this as your checklist, check boxes as you consolidate items):

- ☐ Medications, medical supplies and sanitary items (both prescription and over-the-counter)
- ☐ Blankets, pillows, bed liners, sleeping bags and towels.
- ☐ Games, books and toys (minimal).
- ☐ Flashlight and battery-operated radio with extra batteries.
- ☐ Toiletries and disposable wipes.
- ☐ First Aid Kit.
- ☐ Credit Card, ATM/Debit Card, and Cash.
- ☐ Infant bottles, formula, food and disposable diapers.
- ☐ Special items for children, elderly and disabled.
- ☐ Extra clothing.
- ☐ Provisions for one meal (food not requiring heating or refrigeration).

NOTE: Fort Lee will coordinate the use of the Dining Facility (pay-as-you go).



## WHAT TO DO AT THE FORT LEE SHELTER

If you travel to Fort Lee, report to the Central Processing Point, Memorial Chapel, Building 10800. They will tell you what shelter or building to go to and how to get there. Check in at the registration desk upon entering the building. If you are able, please volunteer to assist the shelter workers in any way possible. Fort Lee will make MWR facilities, including child care, available to the maximum extent possible and provide medical or other needed assistance.

Parents are responsible for the behavior of their children. Do not allow them to become someone else's problem. Talk to your children and help them understand what is happening.

The shelter staff (shelter commander/manager for on-base shelters) will be responsible for the operation of the shelter. Follow their directions/instructions at all times.

## SHELTERING AT HOME

If an evacuation is not ordered and you decide to remain in your quarters, keep this in mind: after most hurricanes, utilities such as water, sewer, electricity, phones and gas service may be unavailable for days, weeks, or even months in some cases. Because of downed telephone and electrical lines, debris-clogged roads and low or no water pressure; the fire department may not be able to respond effectively, if at all. Below are some things you could do to prepare for the storm and its' aftermath.

- ☐ Have bottled sodas and water, and a manual can opener on hand.
- ☐ Special needs persons/children need to be identified to Fort Monroe ACS (788-3878) as soon as possible.
- ☐ Secure loose items outside the house or quarters.
- ☐ Fill your bathtub with water. If you have a pool, leave it full and over-chlorinate the water.
- ☐ Top off your car's fuel tank early in case you have to evacuate or are unable to get gas, as the loss of electrical power shuts down gas stations.
- ☐ Water: Water purification tablets, chlorine or iodine. They are inexpensive and available at most sporting good stores, and some drug stores. Follow the directions on the package. Usually one tablet is enough for one quart of water. Double the dose for cloudy water, but follow the directions.
- ☐ Food: Non-perishable, needing little or no cooking; high nutrition type. Some dietary foods are needed if a diabetic person is sheltering.
- ☐ Extra supplies of any needed medicines should be on hand.
- ☐ A propane grill or camp stove, or canned heat burner and fuel as a source of heat for cooking. **(DO NOT USE GASOLINE FUELED STOVE OR BURNERS)**



### **DURING THE STORM**

Stay away from windows. The safest place in a house (without a basement) is in an interior room with no windows. Bathrooms or closets are often the safest place to be. Do not shelter in basements if flooding is a possibility.

Avoid going outside in the EYE of the storm. When the eye of a hurricane passes overhead you may think the storm is over. The sun may come out and it may appear to be calm or a normal beautiful day; however, **DO NOT GO OUTSIDE!** This is the eye of the storm passing over, and hurricane or strong winds will resume shortly, but in the opposite direction.

### **AFTER THE STORM**

Stay tuned to your local radio or television station. They will keep you informed about the storm and when it has passed; however, “REMAIN IN YOUR HOME UNTIL THE AUTHORITIES (FIRE DEPARTMENT OR MILITARY POLICE) INFORM YOU IT IS SAFE TO GO OUT. DOWNED POWER LINES AND OTHER DANGEROUS DEBRIS MAY PRESENT A HAZARD TO YOU OR YOUR FAMILY.”

FOR FURTHER INFORMATION ON DISASTER PREPAREDNESS CONTACT THE FORT MONROE INSTALLATION OPERATIONS CENTER, 788-6304/6003.





### **ALL CLEAR**

Make certain that the Hurricane has definitely passed and “All Clear” has been declared. If the hurricane passes directly over you, the eye of the hurricane will also pass, as the eye passes, winds, sometimes with greater force, will return from the opposite direction. The “All Clear” will be announced by the MPs by the “Big Voice” a public address system.

Stay indoors and keep your children/pets with you until you are sure that there is no danger from downed electrical wires, broken glass and other debris.

Don't drive unless you absolutely have to. If you must travel, drive cautiously and be alert to hazards such as debris, downed electrical wires, blocked roads and flooded areas.

If power has gone off for any significant time, check food for possible spoilage.

Be alert to help prevent fires.

Broken water mains and low water pressure will make fighting fires difficult, if not impossible.

Stay away from damaged or disaster areas.

In government housing, if the telephones are working, report any damage or safety hazards to the Directorate of Public Works, 788-4228.



**Obtain information on current conditions by:**

**RADIO**

<b>Hampton:</b>	WWDE FM 101
<b>Newport News:</b>	WTJZ AM 1270
	WNVZ FM 104.5
	WROX FM 96.1
	WFOG FM 92.9
	WMYK FM 92.1
<b>Norfolk:</b>	WNIS AM 790
	WNOR AM 1230 & FM 99
	WTAR AM 850
	WPCE AM 1400
	WHRO FM 90.3
	WHRV FM 89.5
	WOWI FM 103
	WAFX FM 106.9
<b>Virginia Beach:</b>	WCMS AM 1050 & FM 100.5
	WKOC FM 93.7
	WGH AM 1310/FM 97.3
	WJQI FM 94.9
<b>Gloucester:</b>	WXGM AM 1420/FM 99.1
<b>Portsmouth:</b>	WMXN FM 105.3
<b>York County:</b>	WXEZ FM 94.1

**Television**

<b>Hampton:</b>	WVEC TV 13 (ABC)
<b>Norfolk:</b>	WTKR TV 3 (CBS)
<b>Portsmouth:</b>	WAVY TV 10 (NBC)





## Adverse Weather Emergency Numbers

### Fort Monroe

Installation Operations Center (IOC) (757) 788-6304

Duty Officer (24 Hour contact Blackberry) (757) 277-8278

Military Police (757) 788-2238

Fire Department (757) 788-2287

Fort Monroe Post Status Line (757) 788-6318

### Fort Lee

Installation Operations Center (IOC) (804) 734-1584

Army Community Service Center (804) 734-6388





### **Kennels & Boarding in the Fort Lee Area**

Animal Care Associates 2403 Boulevard Colonial Heights, VA 23834	(804) 520-2273
Brandywine Kennels 12117 Halifax Road Petersburg, VA 23805	(804) 732-5431
Chesdin Animal Hospital 25026 Ferndale Road Petersburg, VA 23803	(804) 732-6420
Conrecode Kennels 2408 River Road Prince George, VA 23875	(804) 733-3661
Hopewell Animal Hospital 3806 Oak lawn Boulevard Hopewell, VA 23860	(804) 458-9521
Swift Creek Kennels 17700 Branders Bridge Road Colonial Heights, VA 23834	(804) 526-0202

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